

**GATRA Audit & Finance Committee**  
**Virtual Meeting**  
**June 24 2021 – 2:00 p.m.**

Mayor Heroux called the meeting to order. In attendance: Gil Enos, Mike Gallagher, Mayor Heroux  
GATRA Staff: Nancy Foley , Stacy Forte, Amanda Barlow, Dan Burgess & Mark Sousa

**Minutes November 30, 2020**

Mike Gallagher moved to approve the Minutes of November 30, 2020 meeting, Gill Enos seconded. A roll call vote was taken: Mike Gallagher, Gill Enos and Mayor Heroux all voted yes. The minutes were approved.

Mark reported that Dan will run through budgets finalizing FY2021 budget and give overview to FY 2022. We will use similar process as last year and may need to come back in late Fall if the budget needs to be amended.

**Single Audit**

At the last meeting in November the Committee approved 2 of the 3 audit items. The third document the Single Audit had not been finalized at that time due to a delay in receiving the correct FTA language. It has since been finalized. Gill Enos moved to approve the Single Audit, Mike Gallagher seconded. A roll call vote was taken: Mike Gallagher, Gill Enos and Mayor Heroux all voted yes. The Single Audit was approved.

**FY2021 Revised Budget**

Mark reported that we have received the first and second rounds of CARES Act funding and have finalized the Split Agreements with Boston and Rhode Island.

Dan reported that the General Office Administration and Brokerage costs had increased slightly from the original budget that passed in June of last year. The operation section will look a lot different than what you have seen in the past. This is an effort on our part to streamline this area of the budget.

Going forward the presentation of the budget in this format will allow for more transparency.

The total fixed route costs were under budget for the year as a result of COVID. The Demand Response, Long Distance Transportation and the Microtransit Pilot were just under budget. As we go back to full service next year we will see these numbers go up.

On the HST Brokerage Operations there was a line item added for FY2021. This is due to the significant costs involved in getting our systems in place for the transition to the new contract.

The Operations of the Commuter Rail Parking has been a fairly volatile item. There is some reduction here as well as a reduction in fare box revenue.

We used less Federal Operating money than planned.

Mark reported that we came under budget on some of these items so we did not have to use as much CARES Act money. With the CARES Act our 5307 funds can be extended, we can basically bank those funds for use in coming years.

Mike asked about the additional \$100,000 in personnel for office administration. Dan reported that the original budget did not account for 2 additional staff members that have come on board. Mark stated that with these new staff members we are able to do more in house than with consultants. Eventually will save money in the long run.

Mike moved to approve the FY 2021 Revised Budget, Mayor Heroux seconded. A roll call vote was taken: Mike Gallagher, Gill Enos and Mayor Heroux all voted yes. The FY2021 Budget was approved.

### **FY2022 Budget**

Mark reported that GATRA did receive the Region 3 HST Contract. It is a \$280 million contract, renewable for up to 15 years after the first 5 year increment.

There is a large increase in Brokerage for upgraded software, phone lines and new staff. The personnel line up is up several hundred thousand to account for a number of staff additions over the next 2-6 months.

On the Operations for the Fixed Route and Demand Response the new format is much more transparent. There are some budget increases as we anticipate close return to full service as far as ridership. These numbers reflect that assumption.

The HST Brokerage Operations the purchased transportation number is also significantly higher than the final FY2021 number. This is due to adding the Cape Cod Region and anticipation of returning to pre-Covid activity levels. There is also another \$200k for remaining brokerage upgrades. A lot of the costs for the upgrades had to be spent prior to the new contract start date of 7/1/21.

With commuter rail operations we are expecting increase costs as we hopefully return to normal at the Attleboro and Mansfield Stations. With the fixed route and demand response services return to normal we hope to see a return of Farebox revenue to be close to pre covid revenue. HST brokerage revenue reflects a huge increase in revenue.

We are looking to spend a little more CARES on this budget, then 2.5% increase on State Contract Assistance and the local assessments.

Mark reported we are expecting an increased revenue at the Attleboro Station over the next year, due to South Attleboro Train Station being closed for renovations. Mayor Heroux is skeptical of the reopening of the South Attleboro Station with less commuter demand. GATRA is doing some renovations in the Attleboro Station.

Marks feels that GATRA Budget a solid budget. GATRA is in good shape. If there are any adjustments we will come back to the Board at the November meeting.

Mike Gallagher moved to approve the FY 2021 Revised Budget, Mayor Heroux seconded. A roll call vote was taken: Mike Gallagher, Gill Enos and Mayor Heroux all voted yes. The FY2021 Budget was approved.

Mike Gallagher announced that this is his last meeting. He will be retiring. On behalf of GATRA Mark thanked Mike for all of his work on this committee as well as the Advisory Board.

Mike Gallagher moved to adjourn the Audit & Finance Committee, Gill Enos Seconded, A roll call vote was taken. Mike Gallagher, Gill Enos and Mayor Heroux all voted yes.

The Meeting adjourned. 2:25 p.m.